

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 1: Judicial Branch Administration

Chapter 7: Reports

Section 1-701: Statistical

- A. Applicability.** Pursuant to Article VI, Section 3 of the Arizona Constitution, the following requirements shall govern the duty to report required statistics to the Administrative Office of the Courts (AOC) by all appellate, superior, justice and municipal courts of Arizona.
- B. Purpose.** The purpose of this section is to define the role and responsibilities of court personnel in reporting caseload, financial and personnel data to the AOC to enable the AOC to compile and distribute court data in a timely manner. The AOC collects case filings and terminations on a monthly basis from all state courts. In addition to monthly filings and terminations, the AOC collects quarterly revenue, as well as fiscal year end expenditures and personnel data. All revenue, expenditure and personnel data are collected through surveys distributed from the AOC to all state courts and probation departments in Arizona.
- C. Required Reports and Surveys.** Courts and probation departments shall submit the following to the AOC within the times shown in a format prescribed by the administrative director or designee:
1. A summary report of monthly caseload for filings and terminations. All courts shall file a summary of monthly case filings and terminations no later than twenty working days after the close of each month.
 2. Quarterly revenue survey. All state courts shall file a quarterly revenue survey no later than twenty five working days after the close of the fiscal quarter. The fiscal quarterly revenue survey and instructions can be downloaded, completed and submitted to the AOC via the Internet.
 3. Fiscal year expenditure survey. All state courts and probation departments shall file a fiscal year end expenditure survey no later than 30 working days after June 30 of each year. The fiscal year expenditure survey and instructions can be downloaded, completed and submitted to the AOC via the Internet.
 4. Fiscal year personnel survey. All state courts and probation departments shall file a fiscal year end personnel survey no later than 30 working days after June 30 of each year. The AOC will prescribe the format and manner of distribution for the personnel survey and accompanying instructions. If the personnel survey has not been received by the court or probation department by the close of the fiscal year, the survey shall be due 30 working days after the survey is received.
 5. Additional data and reporting format. Occasionally, the AOC requires additional data or reports from the courts and probation departments. Requests for additional data vary and are difficult to anticipate. All courts and probation departments shall work with AOC staff to fulfill requests for additional information or data. The AOC may change the

reporting forms and/or method of reporting data. Courts and probation departments shall comply with all reporting requirements.

Adopted by Administrative Order 2004-38, effective July 1, 2004.